

Instructions for On-Line Voucher Application

Direct questions to:

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For assistance with technical matters related to the on-line voucher application contact the Star Team in your area.

Flagstaff (928) 679 8120

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- Access the Arizona Department of Education's Common Logon Web Site <http://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon>.
- Enter User Name and Password and Click "Continue".
Note: Contact Shirley Willis if you do not have a Common Logon Account.
- Click on **ESS Vouchers/School Finance**.
Note: Contact Shirley Willis if **ESS Vouchers/School Finance** is not included in the list of applications
- Click on "Select" and choose a school.

| | | | |
|---|---|---|--|
| Vouchers | |  Click Here for More Information |  Click Here for Feedback or Questions |
| Exceptional Student Services (07-21-00-000) ABC Residential Facility, Inc. - (07-21-00-001) ABC Residential School | | | |
| Main Menu | | | |
| Current District / School | | | |
| District: | (07-21-00-000) ABC Residential Facility, Inc. | | |
| School: | (07-21-00-001) ABC Residential School | | <input type="button" value="Select"/> |
| Menu Item | Description | | |
| Claim Form | Enter/Edit a Claim for Payment | | |
| Payment Report | Monthly Payment Report | | |
| Quit | Close the ESS Voucher application. | | |

Claim Form: use this link to enter enrollment and/or withdrawal dates for approved students who have a change in enrollment.

Note: all claim forms must be submitted by the 10th of every month in order to be processed that month. Any claims submitted after the 10th of the month will be processed the following month. Only students with approvals from ADE/ESS will be funded. If you have a student who is not on your claim form, the student has not yet received an approval, you must contact ADE/ESS immediately.

- Click on “Claim Form”.
- Click “ALL” to receive a full list of all students who have approvals, or search by voucher number, students name, or first letter of their last name.
- Click on the blue Voucher Number in front of the student’s name.

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|---|---|---|--|
| Exceptional Student Services (07-21-00-000) ABC Residential Facility, Inc. - (07-21-00-001) ABC Residential School | | | |
| Claim Form | | School Year: 2003 | |
| Student | | | |
| Voucher No.: | I-03-02626 | | |
| Name (First / MI / Last): | Students | Name | |
| Date of Birth: | 08/08/1996 | | |
| Disability: | HI -Hearing Impaired | | |
| Claim | | | |
| Approval Date: | 11/01/2002 | | |
| Enrollment Date: | <input type="text" value="11/01/2002"/> | | |
| Withdrawal Date: | <input type="text"/> | | |
| | | <input type="button" value="Submit"/> | <input type="button" value="Cancel"/> |

- Validate that all data is correct for this student (i.e. date of birth, spelling of first and last name, disability category, etc.)
- Enter date in the **current school year** that the student enrolled in educational services at your facility for the enrollment date and/or the last day that the student attended educational services at your facility as the withdrawal date.
Note: Date format: MM/DD/YYYY
- Click “Submit”.

- Continue entering enrollment/withdrawal dates for each approved student with changes to their enrollment.

If a student has an approval period for the current school year, but will not be attending educational services at your facility, enter the withdrawal date prior to the enrollment date (i.e. enrolled 8/18/04, withdrew 8/17/04). This will ensure that no funding will be issued for this student.

Payment Report: use this link to view and/or print your payment reports. It is the responsibility of the facility to validate payment reports against claims submitted to ADE for payment accuracy. If there is a discrepancy, contact ADE/School Finance Unit immediately.

- Click on "Payment Report".
- Click on "Print".

Quit: Use this link to leave the ESS Voucher application and return to the Common Logon application access menu.

- Click on "Quit".